

MEMORANDUM FOR ALL Employees, CENWP and CENWD-NP, MEPS and USARB

SUBJECT: Internal Standard Operating Procedure (SOP) for Reporting Pay Discrepancies

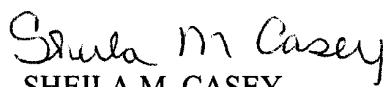
1. PURPOSE: To establish formal, consistent, and efficient operating procedures for Portland District employees to use when reporting pay discrepancies.
2. SCOPE: All service activities of the Portland District Civilian Personnel Advisory Center (CPAC), to include CENWD-NP, MEPS and USARB will follow the procedures outlined in this SOP.
3. PROCEDURES

a. Within two pay periods of the effective date of any pay changes documented by a SF 50, Notification of Personnel Action, employees will notify the Civilian Personnel Advisory Center (CPAC) if the pay change is not reflected on their latest Leave and Earning Statement (LES). Project employees should notify their Project Admin Office, who will report discrepancies to the CPAC. Employees will be asked to provide a copy of their latest LES.

CPAC POCs:

NWD - all Offices	Laura Athearn x4572
OPs, E&C, PM, HDC, IM	Kathy Folkert x4563
All other Distric Offices	Dianne Bentz x4559
MEPS & Recruiting Battalion	Dianne Bentz x4559

- b. The CPAC will investigate and report pay discrepancies to the Civilian Personnel Operation Center's (CPOC) Pay Resolution Team within two workdays.
- c. The Pay Resolution Team will work with DFAS in determining the proper method to correct the pay problem. Once resolved, the Pay Resolution Team will notify the CPAC.
- d. The CPAC will notify employee when the action has been corrected and when to expect resolution on their LES.
4. POC: Sheila Casey (503) 808-4568.


SHEILA M. CASEY
Acting Chief, Civilian Personnel
Advisory Center